



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNANOTE 5216
28/Flag Sec
2 Oct 2015

USNA NOTICE 5216

From: Superintendent, United States Naval Academy

Subj: DELEGATION TO SIGN "BY DIRECTION" OF THE SUPERINTENDENT

1. Purpose. To provide a list of billets authorized to sign correspondence "By direction" of the Superintendent.
2. Cancellation. USNA Notice 5216 W/CH-3 on 18 November 2010.
3. Certain billets are authorized to sign "By direction" for routine official naval correspondence addressed "From: Superintendent, United States Naval Academy." Personnel designated to sign "By direction" are given this authority due to the position they occupy and only for correspondence germane to their position. Individuals other than those specified herein must be appointed, in writing, by the Superintendent. Personnel authorized to sign by direction are:
 - a. Academic Dean and Provost
 - b. Administrative Officer for Privacy Act and Freedom of Information Act matters, signs as Privacy Act and Freedom of Information Act Officer
 - c. Chief Diversity Officer
 - d. Chief of Staff (signs as Chief of Staff on all documents unless applicable regulations prohibit delegation of signatory authority. Major policy changes and strategic institutional documents should still be prepared for signature by the Superintendent).
 - e. Command Chaplain
 - f. Command Climate Specialist
 - g. Command Counsel
 - h. Command Evaluation Officer

- i. Commandant of Midshipmen
- j. Deputy Commandant of Midshipmen (signs in absence of Commandant of Midshipmen)
- k. Comptroller
- l. Dean of Admissions
- m. Deputy for Finance and Chief Financial Officer (signs as Deputy for Finance)
- n. Deputy for Information Technology and Chief Information Officer
- o. Director of Athletics
- p. Director, Division of Professional Development
- q. Director, Government Affairs
- r. Director, Human Resources
- s. Director, Naval Academy Business Services Division
- t. Director, Research and Scholarship
- u. Director, U.S. Naval Academy Band
- v. Director, Vice Admiral James B. Stockdale Center for Ethical Leadership
- w. Enlisted Personnel Officer (signs in absence of Personnel Officer for enlisted personnel matters only)
- x. Executive Director for Strategy
- y. Personnel Officer
- z. Public Affairs Officer
- aa. Registrar

ab. Security Manager

ac. Sexual Assault Prevention and Response Program Manager

ad. Staff Judge Advocate

4. Except for the Commandant of Midshipmen, Academic Dean and Provost, Chief of Staff, Deputy for Finance, and Dean of Admissions, individuals authorized to sign "By direction" will not address or sign standard letters under USNA letterhead to activities or offices outside the Naval Academy using their billet title.

5. Cancellation Contingency. This notice remains in effect until it is superseded.



W. E. CARTER, JR

Distribution:
All Non Mids (electronically)